

CERTIFICATION FORM

Recipient Name and Address: City of Woodburn, 270 Montgomery St., Woodburn, OR 97071

Grant Title: Law Enforcement Technology Grant Number: 2005CKWX0122 Award Amount: \$295,993.00

Contact Person Name and Title: Scott Russell, Police Chief Phone Number: 503) 982-2345

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, the Office of Community Oriented Policing Services (COPS) and the Office on Violence Against Women (OVAW) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP, COPS or OVAW grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.

- | | |
|------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Recipient has less than 50 employees, | <input type="checkbox"/> Recipient is an Indian tribe, |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or |
| <input type="checkbox"/> Recipient is a medical institution, | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, _____ [responsible official], certify that
_____ [recipient] is not required to prepare an
EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that _____
_____ [recipient] will comply with applicable Federal civil rights
laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title

Signature

Date

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, John C. Brown [responsible official], certify that
the City of Woodburn, Oregon [recipient], which has 50 or more employees
and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance
with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the
past two years by the proper authority and that it is available for review. The EEOP is on file in the office of:
City of Woodburn - City Recorder's Office [organization],
at 270 Montgomery St., Woodburn, OR 97071 [address], for review by the public and
employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice
Programs, U. S. Department of Justice, as required by relevant laws and regulations.

John C. Brown City Administrator
Print or type Name and Title

Signature

Date

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this EEOP Certification is 15 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to Office For Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531.

**EEOP SHORT FORM
INTRODUCTORY INFORMATION**

Grant Title: Law Enforcement Technology

Grant Number: 2005CKWX0122

Grantee Name: City of Woodburn

Award Amount: \$295,993.00

Address: 270 Montgomery St.
Woodburn, OR 97071

Contact Person: Scott Russell, Police Chief

Telephone #: (503) 982-2345

Date and effective duration of EEOP: February 3, 2006 – January 31, 2008

Policy Statement:

Woodburn Personnel Policies and Procedures Manual (Revised January 2002)
Section 3.14 EQUAL EMPLOYMENT OPPORTUNITY.

It is the policy of the City that all persons are entitled to equal opportunities and benefits regardless of race, religion, color, sex (includes gender, pregnancy, and sexual orientation), marital status, political affiliation, national origin, or any other classification protected by law. Discrimination on the basis of age, relationship, or mental or physical disability is also prohibited except where a particular position requires a valid occupational qualification. Supervisors shall report any acts or complaints of discrimination to the Department Head or to the Human Resources Officer in accordance with the City's Harassment Policy detailed in Section 11.13, and shall be responsible for disseminating the elements of this policy to their employees. Nothing in this section shall preclude post-employment inquiries for reporting purposes or to permit the City to evaluate its selection process. Such data shall be maintained by the Human Resources Officer and shall remain confidential.



John C. Brown, City Administrator

2-06-06

[date]

UTILIZATION ANALYSIS NARRATIVE

A comparison of the City of Woodburn's workforce to the community labor statistics for Marion County indicates underutilization of minorities and females within some job categories. Community Labor Statistics show that Blacks, Asian/Pacific Islander, and American Indian/Native Alaskan populations are very small within the City of Woodburn (.46%, .62%, and 1.19% respectively). Although the population is small, the City continues to encourage both males and females within these ethnic groups to become a part of the City's workforce.

After reviewing the results of the underutilization analysis, the City has identified the following areas of concern:

- Hispanic males are underutilized in the Officials/Administrators, Office/Clerical, and Skilled Craft categories
- Hispanic females are underutilized in the Officials/Administrators, Professionals, Technicians, Protective Services, Skilled Craft and Service/Maintenance categories
- White females are underutilized in the Officials/Administrators, Professionals, Technicians, Protective Services, and Service/Maintenance categories
- White males are underutilized in the Protective Services, and Office/Clerical categories

In general, the underutilization of Blacks, Asian/Pacific Islander, and American Indian/Native Alaskan, both male and female, is less than 1.0% within each job category which is fairly consistent with the population percentages within the City for these ethnic groups.

While the above analysis examines all areas of underutilization, the City exceeds representation in the following areas:

Females:

- Hispanic Office/Clerical employees (10.8%)
- Non-minority women Skilled Craft employees (12.0%)

Males:

- Hispanic Professional employees (8.9%)
- Hispanic Technicians (12.0%)
- Hispanic Protective Service employees (22.5%)

OBJECTIVES

The City of Woodburn will continue to strive toward making our workforce profile more closely reflect the available county-wide workforce. As a result, the City of Woodburn has established the following objectives:

- With the total population of the City being slightly over 50% Hispanic, it continues to be our goal to increase representation of Hispanics within our workforce. This is accomplished by evaluating and adjusting our recruitment and promotional practices to ensure that this ethnic group receives an equal opportunity to secure employment with the City.
- The City will attempt to recruit qualified women in the Officials/Administrators, Professionals, Protective Service, and Service/Maintenance job categories.
- Due to the underutilization of white males in the Office/Clerical category (-26.2%), it is the City's objective to try and attract qualified male applicants for these positions.

These objectives may be revised and updated as progress is evaluated.

STEPS TO ACHIEVE OBJECTIVES

To continue the City of Woodburn's progress in workforce diversity, the following steps will be taken to address the underutilization of Hispanics and females:

- Continue to identify, contact and advertise employment opportunities in local Hispanic newspapers and through Hispanic organizations.
- Continue to include language in job advertisements indicating Spanish language skills are either mandatory or desirable (depending on position).
- Research and implement additional methods to recruit women for the Police Department.
- Continue to provide employees in all job classifications the ability to upgrade their skills and improve their career opportunities by providing training opportunities and /or tuition reimbursement for pre-approved courses at an accredited college or university.
- Continue to provide language certification pay as an incentive for qualified minorities to consider our organization as a potential employer
- Continue to send job openings to the State Employment Department, post on the City's website, and distribute to local and non-local educational institutions and organizations.
- Attend local job fairs which target Hispanics and women.
- Explore new methods to recruit employees.
- Review, update, and monitor the City's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- Train Human Resource staff on diversity recruiting strategies.
- Provide EEO training to supervisors and department managers on EEO policies.
- Continue to ensure a consistent approach in screening and interviewing applicants within the same job category

DISSEMINATION

External:

- Continue to include the statement “Equal Opportunity Employer” on all job applications, job postings, and employment advertisements.
- Continue to post job announcements on the City’s web page.
- Update City’s web page information on employment by including a statement “Equal Opportunity Employer – Women, Minorities, and the Disabled are Encouraged to Apply”.
- Post the EEOP on the City’s web page.
- Post a notice on the City Hall bulletin board informing the public on how they may obtain a copy of the EEOP.
- Include a statement in the City’s newsletter advising the public of the availability of the EEOP

Internal:

- Post the EEO Policy on bulletin boards throughout City offices
- Meet with all supervisory staff and department managers to distribute the EEO plan and ensure they are familiar with the EEO plan objectives

City of Woodburn - Agency Workforce
12/31/2005

Deletes Para-Professional Job Category - 2000 Census Data

Equal Employment Opportunity Plan (EEOP) Short Form

City of Woodburn - Community Labor Workforce (Marion County)
12/31/2005

Job Category	Total	MALE						FEMALE					
		B	W	H	A/PI	AI/AN		B	W	H	A/PI	A/AN	
Officials/Administrators	# 17,230 100%	35 .2 %	9,435 54.8 %	580 3.4 %	155 .9 %	75 .4 %		20 .1 %	6,435 37.3 %	290 1.7 %	100 .6 %	105 .6 %	
Professionals	# 19,840 100%	100 .5 %	8,270 41.6 %	440 2.2 %	195 1.0 %	55 .3 %		20 .1 %	9,815 49.5 %	640 3.2 %	195 1.0 %	110 .6 %	
Technicians	# 2,438 100%	- %	920 37.7 %	115 4.7 %	90 3.6 %	4 2 %		4 .2 %	1,255 51.4 %	30 1.2 %	20 .8 %	4 .2 %	
Protective Service - Officials	# %	0	%	%	0	0		0	0	0	0	0	
Patrol Officers	# 2,028 100 %	15 .7 %	1,535 75.7 %	70 3.4 %	10 .5 %	20 1.0 %		4 .2 %	330 16.3 %	40 2 %	4 .2 %	0 0 %	
Office/Clerical	# 31,890 100%	145 .4 %	8,350 26.2 %	940 2.9 %	150 .5 %	90 .3 %		115 .4 %	19,905 62.4 %	1,675 5.2 %	245 .8 %	275 .9 %	
Skilled Craft	# 13,365 100 %	65 .5 %	10,570 79.1 %	1,760 13.2 %	105 .8 %	110 .8 %		0 0 %	635 4.7 %	65 .5 %	45 .3 %	10 .1 %	
Service / Maintenance	# 45,790 100%	170 .4 %	17,515 38.1 %	9,900 21.5 %	320 .7 %	340 .7 %		170 .4 %	12,780 27.8 %	4,020 8.7 %	575 1.2 %	230 .5 %	

UTILIZATION ANALYSIS - CITY WORKFORCE VS. MARION COUNTY

12/31/05

JOB CATEGORY	MALE					FEMALE				
	WHITE	BLACK	HISPANIC	ASIAN / PAC ISL	AMERICAN INDIAN	WHITE	BLACK	HISPANIC	ASIAN / PAC ISL	AMERICAN INDIAN
OFFICIALS / EXECUTIVE										
Workforce # / %	4 57.1 0 0.0	0 0.0	0 0.0	1 14.3 0 0.0	0 0.0	2 28.6 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	9,435 54.8 35 .2	580 3.4	580 3.4	155 .9 75 .4	75 .4	6,435 37.3 20 .1	290 1.7	100 .6	105 .6	105 .6
Utilization %	2.30%	- .2 %	-3.4%	13.4%	- .4 %	-8.7%	- .1 %	-1.7%	- .6 %	- .6 %
PROFESSIONALS										
Workforce # / %	13 72.2 0 0.0	2 11.1 0 0.0	2 11.1 0 0.0	0 0.0	0 0.0	3 16.7 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	8,270 41.6 100 .5	440 2.2	440 2.2	195 1.0 55 .3	55 .3	9,815 49.5 20 .1	640 3.2	195 1.0	110 .6	110 .6
Utilization %	30.6%	- .5 %	8.9%	- .1 %	- .3 %	-32.8%	- .1 %	-3.2%	-1.0%	- .6 %
TECHNICIANS										
Workforce # / %	25 69.4 0 0.0	6 16.7 0 0.0	6 16.7 0 0.0	0 0.0	0 0.0	5 13.9 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	920 37.7 0 0.0	115 4.7 3.6 4 .2	115 4.7 3.6 4 .2	90 3.6 4 .2	4 .2	1,255 51.4 4 .2	30 1.2 20 .8 4 .2	1.2 20 .8 4 .2	20 .8 4 .2	4 .2
Utilization %	31.7%	0.0%	12.0%	-3.6%	- .2 %	-37.5%	- .2 %	-1.2%	- .8 %	- .2 %
PROTECTIVE SERVICE										
Workforce # / %	17 63.0 0 0.0	7 25.9 0 0.0	7 25.9 0 0.0	0 0.0	0 0.0	3 11.1 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	1,535 75.7 15 .7	70 3.4 10 .5 20 1.0	70 3.4 10 .5 20 1.0	5 .5 20 1.0	20 1.0	330 16.3 4 .2 40 2.0 4 .2	40 2.0 4 .2	2.0 4 .2	4 .2	4 .2
Utilization %	-12.7%	- .7 %	22.5%	- .5 %	-1.0%	-5.2%	- .2 %	-2.0%	- .2 %	0.0%
OFFICE / CLERICAL										
Workforce # / %	0 0.0 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	21 84.0 0 0.0	4 16.0 0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	8,350 26.2 145 .4	940 2.9 150 .5 90 .3	940 2.9 150 .5 90 .3	150 .5 90 .3	90 .3	19,905 62.4 115 .4	1,675 5.2 245 .8 275 .9	10.8%	10.8%	275 .9
Utilization %	-26.2%	- .4 %	-2.9%	- .5 %	- .3 %	21.6%	- .4 %	- .8 %	- .8 %	- .9 %
SKILLED CRAFT										
Workforce # / %	5 83.3 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	1 16.7 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	10,570 79.1 65 .5	1,760 13.2 105 .8 110 .8	1,760 13.2 105 .8 110 .8	105 .8 110 .8	110 .8	635 4.7 0 0.0 65 .5 45 .3 10 .1	65 .5 45 .3 10 .1	10.8%	10.8%	10 .1
Utilization %	4.2%	- .5 %	-13.2%	- .8 %	- .8 %	12.0%	0.0%	- .5 %	- .3 %	- .1 %
SERVICE / MAINTENANCE										
Workforce # / %	13 61.9 0 0.0	6 28.6 0 0.0	6 28.6 0 0.0	0 0.0	0 0.0	2 9.5 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
CLS # / %	17,515 38.1 170 .4	9,900 21.5 320 .7 340 .7	9,900 21.5 320 .7 340 .7	320 .7 340 .7	340 .7	12,780 27.8 170 .4	4,020 8.7 575 1.2 230 .5	8.7%	8.7%	575 1.2 230 .5
Utilization %	23.8%	- .4 %	7.1%	- .7 %	- .7 %	-18.3%	- .4 %	-8.7%	-1.2%	- .5 %

CLS = Community Labor Workforce